



Government of the District of Columbia
Office of Finance and Treasury
REPORT OF UNCLAIMED PROPERTY VERIFICATION AND CHECKLIST

Name of Business (Holder)			Report Year _____
Street Address			_____
City	State	Zip Code	Enter Your Federal Tax Identification Number
<small>Every person, corporation, cooperative, or other business association, banking or financial organization, life insurance corporation, utility, court or public authority must complete the following checklist before filing their District of Columbia Unclaimed Property Report. This list includes by way of illustration, but not limitation, those items which are covered by the District of Columbia Uniformed Disposition of Unclaimed Property Act of 1980.</small>			
<small>Please complete the checklist by indicating "Yes" or "No" by each item. Each item marked "Yes" should be enumerated on Unclaimed Property Form UP-2.</small>			

ACCOUNT BALANCES (Dormancy 3 yrs.)

YES	NO		YES	NO	
_____	_____	A. Checking Accounts	_____	_____	F. Outstanding payroll checks (Dormancy 1 yr.)
_____	_____	B. Savings Accounts	_____	_____	G. Credit checks or memos
_____	_____	C. Matured certificates of deposit or savings certificates	_____	_____	H. Payments for good and services
_____	_____	D. Christmas Club accounts	_____	_____	I. Customer overpayments
_____	_____	E. Matured certificates of deposit or savings certificates	_____	_____	J. Unidentified remittance
_____	_____	F. Money on deposit to secure funds	_____	_____	K. Unidentified remittance
_____	_____	G. Security deposits	_____	_____	L. Accounts payable

TRUST, INVESTMENTS AND ESCROW ACCOUNTS (Dormancy 3 yrs.)

_____	_____	A. Paying agent accounts	_____	_____	M. Credit balances-accounts receivable
_____	_____	B. Trust Funds	_____	_____	N. Discounts
_____	_____	C. Funds held in fiduciary capacity	_____	_____	O. Refunds
_____	_____	D. Funds paid toward the purchase of shares, or, interest in financial or business organization	_____	_____	P. Unredeemed gift certificates (Dormancy 5 yrs.)
_____	_____	E. Funds received for redemption of stocks and bonds	_____	_____	Q. Vendor checks
_____	_____	F. Stocks	_____	_____	R. Mineral proceeds
_____	_____	G. Bonds	_____	_____	S. Royalties
_____	_____	H. Any other certificates of ownership	_____	_____	T. Rents

Any sum owing to a shareholder, certificate holder, member, bond holder or other security holder, or participating member
I. of a cooperative such as:

_____	_____	1. Dividends	_____	_____	U. Any other miscellaneous outstanding checks
_____	_____	2. Interest	_____	_____	V. Any checks that have been written off
_____	_____	3. Principle payment	_____	_____	W. Any other miscellaneous intangible personal property
_____	_____	4. Equity payments	_____	_____	
_____	_____	5. Profits	_____	_____	
_____	_____	6. Distribution	_____	_____	
_____	_____	J. Escrow funds	_____	_____	

COURT DEPOSITS (Dormancy 2 yrs.)

_____	_____	A. Escrow funds	_____	_____	
_____	_____	B. Condemnation awards	_____	_____	
_____	_____	C. Missing heir funds	_____	_____	
_____	_____	D. Any other type of deposit made with a court or public authority	_____	_____	

INSURANCE (Dormancy 3 yrs.)

_____	_____	A. Amounts due and payable under terms of insurance policies	_____	_____	
_____	_____	B. Claim payments	_____	_____	
_____	_____	C. Drafts	_____	_____	
_____	_____	D. Matured whole life, term or endowment insurance policies or annuity or supplemental contracts.	_____	_____	

OFFICIAL CHECKS (Dormancy 3 yrs. Unless otherwise noted)

_____	_____	A. Certified checks	_____	_____	
_____	_____	B. Cashiers checks	_____	_____	
_____	_____	C. Registered checks	_____	_____	
_____	_____	D. Bills of exchange	_____	_____	
_____	_____	E. Drafts	_____	_____	
_____	_____	F. Warrants	_____	_____	
_____	_____	G. Money Orders (Dormancy 7 years)	_____	_____	
_____	_____	H. Travelers checks (Dormancy 15 years)	_____	_____	
_____	_____	I. Any other official checks	_____	_____	

UTILITIES (Dormancy 3 yrs.)

_____	_____	A. Utility deposits	_____	_____	
_____	_____	B. Membership fees	_____	_____	
_____	_____	C. Refunds	_____	_____	

DISSOLUTION (Dormancy 60 days)

_____	_____	A. Any intangible personal property distributable in the course of voluntary dissolution, which is unclaimed within 60 days after the date for final distribution, is presumed abandoned.	_____	_____	
_____	_____		_____	_____	
_____	_____		_____	_____	

MISCELLANEOUS CHECKS AND INTANGIBLE PERSONAL PROPERTY HELD IN THE ORDINARY COURSE OF BUSINESS (Dormancy 3 yrs.)

_____	_____	A. Wages (Dormancy 1 yr.)	_____	_____	A. Contents of safe deposit boxes
_____	_____	B. Commissions (Dormancy 1 yr.)	_____	_____	B. Contents of any other safekeeping repository
_____	_____	C. Expense checks	_____	_____	
_____	_____	D. Workman's Compensation	_____	_____	
_____	_____	E. Pension checks	_____	_____	

List the names and last known addresses of all previous holders of the property if you are a successor. If you have changed your name during the time period in which you have held the property, list the prior name(s).

Previous Holder (Name of Business) _____ I Date of Change _____, 19____

Street Address _____

City _____

State _____

Zip Code _____

Please indicate which of the following best describes the primary activity of your company (check one)

☐ Banking ☐ Savings & Loan ☐ Credit Union ☐ Construction ☐ Manufacturing ☐ Transportation
☐ Services ☐ Public Utility ☐ Wholesale ☐ Retail ☐ Loan Co. ☐ Investment Co.
☐ Brokerage Firm ☐ Life Insurance Co. ☐ Non-Life Insurance Co. ☐ Public Authority ☐ Other (Specify) _____

State of Incorporation _____

Date of Incorporation _____

Did you file a report of Unclaimed Property last year? Yes ___ No ___ If no, please explain:

Person to contact: _____

Telephone Number: _____

AFFIDAVIT

State of _____

County/City of _____

I, _____, being first duly sworn on oath depose and state that I have caused to be prepared and have examined this report consisting of _____ pages totaling \$ _____ as to property presumed abandoned under the D.C. Unclaimed Property Law for the year ending as stated; that I am duly authorized by the holder herein to execute this report; and I believe that said report is true, correct and complete as of said date, excepting for such property as has since ceased to be abandoned. Included with this report is a cash remittance totaling \$ _____.

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 19____

(signature of officer, owner, etc.)

(Notary Public)

(Title of person signing)

My Commission expires _____

This report must be signed by an authorized person and acknowledged before a notary public. If a partnership, it must be signed by a partner; if an unincorporated association or private corporation by an officer. Mail reports to: Office of Finance and Treasury, Unclaimed Property Division, 1275 K Street N.W. Room 500B Washington, D.C. 20005